



National Science Foundation

Senior Executive Service

Vacancy

ANNOUNCEMENT NUMBER: S20020068-C

OPEN: 02/04/2001

CLOSE: 05/15/2002

POSITION VACANT: Director, Division of Mathematical Sciences (DMS), Directorate for Mathematical and Physical Sciences (MPS)

LOCATION: Arlington, Virginia

SALARY RANGE: ES-1 to ES-4 (curr. \$125,972 - \$138,200) **AREA OF CONSIDERATION:** All Qualified Applicants
Announcement is for a career appointment. Position is also announced on a two-to-three year limited term appointment basis in S20020068-LTD and on an Intergovernmental Personnel Act assignment basis in S20020068-IPA.

STATEMENT OF DUTIES: Serves as a member of the MPS Directorate leadership team and as the Foundation's principal spokesperson in the area of mathematics research and education. Directs activities of the Division of Mathematical Sciences, assessing needs and trends in mathematics research and education, implementing overall strategic planning and policy setting, providing leadership and guidance to Division staff members, determining funding requirements, preparing and justifying budget estimates, balancing program needs, allocating resources, overseeing the evaluation of proposals and recommendations for awards and declinations, and representing NSF to relevant external groups. Fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations and the academic community.

QUALIFICATIONS REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change:** Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships Federal, academic and private organizations involved in the conduct and support of science research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.
2. **Leading People:** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results-Driven:** Demonstrated knowledge and ability in planning, prioritizing, and coordinating both disciplinary and multidisciplinary research programs in the mathematical sciences. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to change and balance complex and diverse program demands within available resources in response to major changing needs in mathematical sciences research and education.
4. **Business Acumen:** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communications:** Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of mathematical science research and education and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific communities, including academic researchers and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector, in the U.S. as well as overseas.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY
QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

Desirable

1. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.

Essential

PROFESSIONAL/TECHNICAL

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in the mathematical sciences or a closely related field.
2. Substantial research contributions and strong evidence of scholarship in mathematical sciences or a closely related field as evidenced in publications and innovative leadership in research administration.

Desirable

1. Demonstrated broad knowledge of diverse fields of science and their interdisciplinary impact on the mathematical sciences.
2. Demonstrated knowledge of relevant academic community and recognized professional standing in the scientific community as evidenced by publications and/or professional leadership and awards.
3. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.
4. Continued professional research activity in the mathematical sciences.

GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven Leadership, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/ managerial requirements for the position. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

- 1.) **Resume or other application format of your choice, (including a list of publications, if available).** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* provides information on the federal job application process; it is available by calling the number listed below.
- 2.) **Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.**
- 3.) **NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20020068-C, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov>. Announcements may be accessed electronically under Vacancies on NSF's Homepage at <http://www.nsf.gov/jobs>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

02 - Contact with NSF Personnel Office

(Agency Bulletin Board or other Announcement)

03 - NSF-initiated personal contact

04 - Science Magazine, or other professional journal or magazine

(specify)

05 - Affirmative Action Register

06 - Attendance at conference, meeting or job fair

(specify)

07 - NSF recruitment at school or college

08 - Colleague referral

09 - NSF Bulletin

10 - Federal, State or local job information center

11 - State vocational rehabilitation agency or

Veterans Administration

12 - State employment office

13 - School or college counselor or other official

14 - Private job Information service

15 - Private employment service

16 - Friend or relative working at NSF

17 - Friend or relative not working at NSF

18 - NSF website

19 - Internet or other website

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER